



## **Business Operations Department (PERS-3)**

# **SELRES TRAVEL ADVANCE PROCEDURES**

### **References**

**DODFMR Vol. 9 Chapter 3**

**Sections 30302 (A) (2) (b) and 30304 (B)  
and**

**JFTR Vol. 1**

**Sections U4101 and U7150 (A) (1) (c)**



## Business Operations Department (PERS-3)

- ◆ Member reports to the RESCEN 10 working days prior to AT/ADT.
- ◆ RESCEN prepares request to PSD on letterhead in following format:



## Business Operations Department (PERS-3)

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From: CO, (Reserve Center)

To: OIC/DISB/PSD

Subj: ADVANCE TRAVEL PAY REQUEST ICO NAME, USNR,  
SSN

Encl: (1) Copy of orders

1. (Name) attached to (Command) will be performing AT/ADT at (place). Above member requests advances in the amount of \$(per diem, lodging, & misc).
2. Above member does not hold GTCC because (reason).



## Business Operations Department (PERS-3)

- Member reports to AT/ADT and submits letter for advance.
- PSD processes request for payment via EFT.
  - Note 1: If reason for member not holding GTCC is for financial irresponsibility this must be stated in the member's orders per DODFMR Vol. 9.
  - Note 2: If there is no PSD located where member is to perform AT/ADT, advance may be